

City of South Bend Administration & Finance Policy Manual



2.18 ACH Withdrawals from the Morris PAC Box Office Account

Effective: November 6, 2013

Purpose: This policy defines the acceptable means of promoter payment for the Morris Performing Arts Center.

Scope: This statement applies to the Morris Performing Arts Center only.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective November 6, 2013.

1.0 Policy Statement

The Morris PAC has contractual agreements with Promoters to sell tickets for various events taking place at the Morris PAC. Funds belong to the promoter; however, the funds are sequestered at 1st Source Bank (Box Office Account) until they are to be disbursed as contractually agreed upon with the promoter.

The Promoters are requiring payment of funds due to them as agreed on the signed settlement by:

- ACH
- wire transfer
- check or cash.

The funds will be ACH or wire transferred out of the Box Office Account only, NOT the City's General Checking Account.